



ATTENDANCE & REGISTRATION POLICY

Including Early Years Foundation Stage

Last reviewed:	September 2024
Next review date:	September 2025
Responsibility:	Assistant Head (Pupil Welfare) Heads of Year

The Attendance & Registration Policy is founded on the educational aims and ethos of Plymouth College.

This policy is underpinned by the Department for Education's guidance: [Working together to improve school attendance - August 2024 - GOV.UK](#) and is interpreted in this policy, as relevant for our School.

For reasons of safeguarding, accurate record-keeping and the safety of all our students we need to be aware when a student is not attending Plymouth College.

Every September, Appendix A is to be issued to parents.

ATTENDANCE

A. REGISTRATION OF PUPILS

- Period 1 and Period 5 constitute the formal registration periods upon which the attendance percentage is calculated.
- Period 1 attendance entries must be made by 0900.
- Staff must log onto ISAMS and record attendance in every lesson.
- Wednesday afternoon games and Friday activities will be registered by games staff on SOCS or paper registers that must be returned to The Hub by each activity leader.
- Other Games will use ISAMS. Paper registers are also used as back-up for each sport/activity. Each activity leader must take the initiative to report missing pupils from games and activities.
- Assemblies can be done either on ISAMS or on the hard copies which are collected by the HoY and then returned to the office.
- House Assemblies will use paper registers for their own internal use (this is not a formal registration).
- Staff covering another colleague's registration can log into ISAMS using their own password and then select the correct registration group. A paper copy of the tutor group can also be provided as an alternative if required.
- Staff covering any tutor group registration must follow the same procedures.
- Year 7 form prefects must register with their own tutors first before going to their Year 7 tutor group.

- Sixth Formers must sign in at The Hub at the start of any Independent Sessions periods. Sign in for Private Study is in the Library for Lower Sixth and the Sixth Form Centre for Upper Sixth.

In line with government guidance, the following codes are used to record attendance:

 Government Registration Codes
 Unknown [-]
 School Closed To Pupils [#]
 Present AM [/]
 Present PM [\]
 Educated Off Site [B]
 Other Authorised Circumstances [C]
 Regulated Performance [C1]
 Temporary Reduced Timetable [C2]
 Dual Registration [D]
 Excluded [E]
 Extended Family Holiday (Agreed) [F]
 Family Holiday (NOT Agreed) [G]
 Family Holiday (Agreed) [H]
 Illness [I]
 Interview [J]
 Employment/Educational Interview [J1]
 Educational Provision Arranged by LA [K]
 Late (Before Registers Closed) [L]
 Medical / Dental Appointments [M]
 No Reason Yet Provided For Absence [N]
 Unauthorised Absence [O]
 Approved Sporting Activity [P]
 Lack of Access Arrangements by LA [Q]
 Religious Observance [R]
 Study Leave [S]
 Traveller Absence [T]
 Late (After Registers Closed) [U]
 Educational Visit or Trip [V]
 Work Experience [W]
 Non-Compulsory School Age Absence [X]
 Exceptional Circumstances [Y]
 Normal Transport Unavailable [Y1]
 Widespread Travel Disruption [Y2]
 Part of School Out of Use [Y3]
 Session Cancelled - School Closed [Y4]
 Subject to Sentence of Detention [Y5]
 Infection or Disease [Y6]
 Other Unavoidable Cause [Y7]
 Pupil Not Yet On Roll [Z]

UNUSUAL CIRCUMSTANCES

- All late pupils must first go to The Hub to register.
- Students with individual music lessons over registration periods must go to The Hub prior to the lesson and sign in.
- If an event occurs over the registration period (e.g. rehearsal etc.) then a list must be left in The Hub for the Attendance Officer to process.
- If the school timetable is collapsed for whole school events e.g. House Music or Cross Country – paper registers will be issued accordingly.

B. PROCEDURE FOR PARENTS / GUARDIANS REPORTING STUDENT ABSENCE

- Parents / guardians are requested to contact the school by 0900 to notify the office if their child is absent.
- Parents / guardians are asked to telephone the school switchboard on 01752 505100 which has an answer phone service. The reception desk is staffed from 0800 onwards, so messages will be picked up from that time.
- Parents / guardians can also email absence@plymouthcollege.com and copy in the relevant Head of Year.
- If we have not received a notification for a student's absence by 9.30am, we will contact parents / guardians either by email or phone call.
- The office will attempt to contact all parents of unauthorised absences by 1030
- If we have not heard from the parents / guardians by 1030 we will follow our 'Missing Pupils Procedure' (Appendix B).
- Any notes, including emails or texts, received for advanced absence must be sent to absence@plymouthcollege.com so that they can be added to ISAMS.

C. PROCEDURE TO KEEP HARD COPIES

- Every month a copy of the registration will be printed as a hard copy and stored initially in the school office and archived for 3 years. These printouts will be retained in a single volume (i.e. in ring binders) for each school year.

D. MAINTAINING RECORDS AND REPORTING TO THE LOCAL AUTHORITY

The school is required to notify the Local Authority of any pupil who fails to attend regularly or has been absent without the school's consent for a continuous period of 10 school days or more.

Staff members who have concerns about a pupil frequently missing school, especially if they are aware of specific risk factors such as travelling to conflict zones, female genital mutilation (FGM), or forced marriage, must report these concerns to the DSL immediately. In cases where a teacher suspects that FGM has been carried out, they are legally obligated, since October 2015, to report this directly to the police in accordance with mandatory reporting regulations.

For any student holding a Tier 4 Child Student Visa, if they miss 10 consecutive expected contacts (such as morning registration) without the school's permission, the UKVI will be notified, and their sponsorship may be withdrawn as a result.

If an absence is initially marked as 'N' (no reason provided) and later updated to the correct symbol (ideally within two weeks), overwriting the 'N' is permitted in electronic systems in this case only. An 'N' must not remain indefinitely on the register.

The school's attendance register is backed up electronically on a daily basis, and each backup is stored for three years after the end of the corresponding school year.

Independent schools are no longer required to submit absence data to the Department for Education (DfE), so absence statistics are not published in the DfE's Achievement and Attainment Tables or in the annual Statistical First Release.

All schools that are members of the Independent Schools Council (ISC) participate in the ISC's annual census, which collects data on pupils, staff, and expenditure.

Local authorities have a legal obligation to identify children of compulsory school age who are not in education. As of 1 September 2016, this duty has been expanded. Schools must notify their local authority when they add or remove a pupil's name from the admissions register at non-standard transitions, such as when a compulsory school-age pupil leaves the school before completing its final year or joins after the beginning of the first year.

The school will notify Plymouth City Council when a pupil is to be removed from the admissions register under the following circumstances:

Ground A: The pupil has been registered at another school.

- **Reason:** The pupil is enrolled in a different school without an attendance order in place.

Ground B: The pupil has not continued at the school following completion of nursery education.

- **Reason:** The pupil completed nursery education but did not move on to reception or a higher class.

Ground C: The pupil is also registered at one or more other schools, and the other schools have agreed to the deletion.

- **Reason:** The pupil is registered at multiple schools, and all agree to the deletion, with no attendance order affecting registration.

Ground D: The pupil has a school attendance order which has been changed to name another school.

- **Reason:** The school attendance order has been amended to list a different school.

Ground E: The pupil had a school attendance order that has been revoked.

- **Reason:** The local authority revoked the attendance order after confirming suitable educational arrangements elsewhere.

Ground F: The parent of a pupil has notified the school in writing that the pupil will be leaving to be educated otherwise than at a school.

- **Reason:** The parent has provided written notification that the pupil will no longer attend and will receive education outside the school system.

Ground G: The pupil no longer normally lives a reasonable distance from the school.

- **Reason:** The pupil has moved far away, and the school believes they will not return.

Ground H: The pupil has not returned following a leave of absence.

- **Reason:** The pupil was granted leave but failed to return within ten school days, with no reasonable grounds for their absence.

Ground I: The pupil has been continually absent from school for 20 school days.

- **Reason:** The pupil has not attended for 20 days without reasonable justification, and efforts to locate them were unsuccessful.

Ground J: The pupil is detained under a sentence of detention.

- **Reason:** The pupil is serving a detention sentence, and the school believes they will not return.

Ground K: The pupil has died.

- **Reason:** The school has been informed of the pupil's death.

Ground L: The pupil will be over compulsory school age and will not continue into the sixth form.

- **Reason:** The pupil will turn 16 before the next school term and will not enrol in the sixth form.

Ground M: The pupil is a boarder at a school maintained by a local authority or academy, and their boarding fees have not been paid.

- **Reason:** Boarding fees remain unpaid after the term ends.

Ground N: The pupil has ceased to be a pupil at an independent school or non-maintained special school.

- **Reason:** The pupil is no longer enrolled at the independent or non-maintained school.

Ground O: The pupil has been permanently excluded from the school.

- **Reason:** The pupil has been permanently excluded, and the outcome of any appeal or review is still pending.

Parental Guidelines for Reporting Student Absence – September 2024

Student Absence

For reasons of safeguarding, accurate record-keeping and the safety of all our students we need to be aware when a student is not attending Plymouth College.

We kindly ask that you notify us by 0900 at the absolute latest if your child will be absent, and also then on each subsequent day of continuing absence (unless you have specified and agreed a set period of absence).

Please give the date and reason for the absence.

You can contact us by the following methods

1. Telephone the school switchboard on 01752 505138 for the senior school or 01752 505101 for the prep school. These lines have a 24-hour answerphone so please phone as early as you wish, but note that the reception desk is manned from 0800 onwards.
2. Or you can email absence@plymouthcollege.com and copy in your Tutor and Head of Year.

Follow up

If we have not received a reason for a student's absence by 0930, we will contact parents / guardians either by phone call or email.

If we have not heard from the parents / guardians by 1030 we will follow our 'Missing Pupils Policy'.

Procedures for a child missing from education

Plymouth College will follow the Plymouth local authority safeguarding procedures and those laid out by the KCSIE (2024) guidance when dealing with children who go missing to help prevent risks of abuse, neglect and sexual exploitation.

All children, regardless of their circumstances, are entitled to a full time education which is suitable to their age, ability, aptitude and any special educational needs they may have. Local authorities have a duty to establish, as far as it is possible to do so, the identity of children of compulsory school age who are missing education in their area.

A child going missing from education is a potential indicator of abuse or neglect. School staff should follow the School's procedures for dealing with children that go missing from education, particularly on repeat occasions, to help identify the risk of abuse and neglect, including sexual exploitation, and to help prevent the risks of their going missing in future.

Plymouth College will put in place appropriate safeguarding policies, procedures and responses for children who go missing from education, particularly on repeat occasions. It is essential that all staff are alert to signs to look out for and the individual triggers to be aware of when considering the risks of potential safeguarding concerns such as travelling to conflict zones, FGM and forced marriage.

The law requires all schools to have an admission register and, with the exception of schools where all pupils are boarders, an attendance register. All pupils must be placed on both registers.

Plymouth College will inform the local authority of any pupil who is going to be deleted from the admission register where they:

- have been taken out of school by their parents and are being educated outside the school system e.g. home education;
- have ceased to attend school and no longer live within reasonable distance of the school at which they are registered;
- have been certified by the school medical officer as unlikely to be in a fit state of health to attend school before ceasing to be of compulsory school age, and neither he/she nor his/her parent has indicated the intention to continue to attend the school after ceasing to be of compulsory school age;
- are in custody for a period of more than four months due to a final court order and the proprietor does not reasonably believe they will be returning to the school at the end of that period; or,
- have been permanently excluded.

The School will notify the local authority if we delete a pupil from our register under the above circumstances. This should be done as soon as the grounds for deletion are met, but no later than deleting the pupil's name from the register. It is essential that schools comply with this duty, so that local authorities can, as part of their duty to identify children of compulsory school age who are missing education, follow up with any child who might be in danger of not receiving an education and who might be at risk of abuse or neglect.

All schools must inform the local authority of any pupil who fails to attend school regularly, or has been absent without the School's permission for a continuous period of 10 school days or more, at such intervals as are agreed between the School and the local authority (or in default of such agreement, at intervals determined by the Secretary of State)

Boarders

If at any stage a boarder is found to be unexpectedly missing from their Boarding House, the member of staff on duty will apply the following procedures:

1. The Daily or Weekend Whereabouts Sheet will be checked.
2. The House Signing In/Out Book will be checked.
3. The boarder's friends will be consulted without causing alarm.
4. The Head of Boarding will be alerted.
5. The Head of Boarding (or delegated staff) will attempt to contact the boarder on their mobile phone.
6. The boarding houses will be searched.
7. The school site will be searched.
8. If the boarder remains unaccounted for, the Head of Boarding must be alerted.
9. The Head of Boarding will contact the boarder's parents/guardian to inform them and consult them for possible destinations.
10. The Head of Boarding will inform the Head.
11. If no clues are gathered, or there is concern for the welfare of the boarder, the Police and Parents will be alerted immediately by the Head of Boarding.
12. The incident must be logged in the Staff Handover Books and in the Individual Boarder's Welfare Record.

Day Pupils

If a day pupil goes missing:

1. Contact the school office immediately.
2. The HOY and the SLT will start to search the premises with help from other staff if possible.
3. Attempt to make contact by mobile phone if a number can be accessed through friends.
4. If the child is not found within 15 minutes, parents must be notified.
5. Continue searching and keeping contact with parents.
6. Consider involving the police if the timescale of absence is long and parents are in agreement.
7. Record the incident on ISAMS Behaviour Management.